Delivery Strategy Template

Factors	Questions	Delivery Strategy				Preferred Strategy	Priority
		Classroom	**Video Conference**	**Manual/Paper-based**	**Computer-based**		
Audience							
Size of audience	*How large is the audience?*	Small	Large	Large	Large	**Classroom**	
Geographic dispersion	*Is the audience geographically dispersed?*	Centralized	Moderately dispersed	Highly dispersed	Highly dispersed	**Computer-based**	
Performance							
Complexity of content	*What type of content is it? (Awareness, application, or decision-making?)*	Awareness, application, decision making	Awareness	Awareness, application	Awareness, application, decision-making	**Computer-based**	X
Task simulation/need to use a system	*Is the participant able to practice or simulate the training content?*	Yes - learning is active, not passive	No	No	Yes- learning is active, not passive	**Computer-based**	
Collaborative work tasks	*Is the participant able to collaborate with others to perform the training content/tasks?*	Yes - material is conceptual and best taught in group format	No hands-on interaction unless being viewed by a group	No - self-paced, lack of interaction	Yes/No depends on type of computer based solution	**Classroom**	X
Computer comfort	*Is the participant comfortable using computers?*	No	Yes/No	No	Yes	**Computer-based**	
Administration							
Development cost	*What are the initial and ongoing development costs? (High, medium, or low?)*	Low/Medium	Low	Low	Medium/High	**Paper**	X
Deployment cost	*How much does it cost to deploy? (Facilities, travel, materials, etc.) (High, medium, or low?)*	High	High	Low	Low	**Computer-based**	X
Need for maintenance	*What is the cost to maintain/update materials? (High, medium, or low?)*	High	High	Medium/Low	Medium/High	**Paper**	